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ABSTRACT

Created by the College of Business Administration (COBA) and the libraries of the University of Northern Colorado, this 1988-89 handbook was part of a strategic plan to achieve initial accreditation by the American Assembly of Collegiate Schools of Business (AACSB). Constructed by the reference librarian who works directly with COBA, the handbook was designed to inform the approximately 50 established and new faculty members at COBA about library holdings, locations, procedures, and communication routes. General information includes: a description of the library system and its staff and holdings; procedures for arranging for a librarian to meet with a class; a review of print, CD-ROM, and online versions of several popular indexes; notes about making use of the Colorado Alliance of Research Libraries Public Access Catalog; procedures for establishing standing and special orders; and reserve policies. Supplementary materials include a sample periodical photocopy form; a chart summarizing the functions of the educational materials service, which is responsible for scheduling the use of audiovisual equipment and materials and the installation and maintenance of all non-computer electronic equipment; and lists of currently available business and economics serials. A Library of Congress classification outline is also provided. It is noted that a standard faculty orientations packet, which is usually packaged with this handbook, is not included here. (SD)

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**HANDBOOK TO FACILITATE FACULTY AWARENESS OF
LIBRARY RESOURCES AND SERVICES: ONE LIBRARY'S
INITIAL RESPONSE TO THE COLLEGE OF BUSINESS
ADMINISTRATION'S SEARCH FOR AACSB ACCREDITATION.**

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The 1988-89 COBA-LIBRARY CONNECTION HANDBOOK was created in cooperation with the College of Business Administration and the University Libraries of the University of Northern Colorado. COBA is working on its strategic plan to achieve initial AACSB (American Assembly of Collegiate Schools of Business) accreditation. The HANDBOOK was designed by the Reference Librarian who works directly with COBA. (This Librarian also works with other disciplines across campus.) The HANDBOOK was intended to inform the 50+ established and new COBA faculty of Library holdings, locations, procedures, and communication routes. Copies were placed in six accessible locations in the COBA building.

UNC is a doctoral-granting university of some 500 faculty and 10,000 students. COBA offers a BS in Business Administration with an emphasis in accounting, computer information systems, finance, management, or marketing; general business may also be a nonspecialized emphasis. UNC's Libraries had a 1988-89 learning materials budget of \$1 million plus. Some 20 faculty and 45 classified personnel work in the Libraries. COBA's library material monographic allocation in 1988-89 was some \$32,000. Serials monies are not allocated by discipline: in 1988-89 some \$357,000 were spent on serials titles. The Colorado libraries are located close to each other geographically and holdings are enhanced by shared, automated access, the CARL (Colorado Alliance of Research Libraries) system, and by interlibrary loan systems.

Following are sample pages from the HANDBOOK. Updating for currency as well as addition of relevant material is ongoing. The standard faculty orientation packet is included in the HANDBOOK but is not reproduced here.

"PERMISSION TO REPRODUCE THIS
MATERIAL HAS BEEN GRANTED BY
Katherine W. Earle

Kathy Earle
Reference Librarian
March 1990

IR053232

To: COBA Faculty
From: Kathy Earle, Library
Date: August 1, 1989
Subject: COBA Faculty - Library Connection

Hello! The contents of this notebook were created both to make your use of the UNC Libraries easier and to encourage that use and your students' use of library resources and services. Let me know if you need other information.

Kathy Earle, Reference Librarian, 351-2562
June Rodarte, typist and keeper of the disk

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GENERAL

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Ordering
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standing orders

FACULTY

General Services for faculty; Faculty circulation policy;
Faculty Reserve policy; Interlibrary Loan request forms;
EMS services

SERIALS

Journals current on COBA code; Journals current on ECONOMICS
code; COBA-related serial titles on other codes

BPI

Titles indexed in Business Periodicals Index; UNC holdings
are marked X.

INFOTRAC

Titles indexed on INFOTRAC; UNC holdings are marked X.

ABI

Titles indexed through the ABI terminal; UNC holdings are
marked X.

SSCI

COBA-related titles indexed in Social Science Citation Index;
UNC holdings are marked X.

COBA

UNC's online search service uses 3 vendors of databases:
BRS, Dialog, and Wilsonline. Databases available through
each vendor are listed.

ACQUISITIONS

An annual summary of titles purchased is produced for each
code. COBA has 3 codes: 013, 013 01, 013 02.

LC

Outline of those call numbers generally identifying business/
economics library materials.

PACKET

Incoming students receive information under this tab.
Incoming faculty receive the same information plus those
sheets included here under tab FACULTY.

BACKGROUND

The University Libraries include Michener Library, the Music Library, and the Laboratory School Library. Michener Library houses both a general collection and a government publications collection. The Government Publications area, located in Michener Lower Level, includes federal, foreign, international, state, regional, and local government publications among its 270,000 volumes and 80,000 microfiche items. Michener's general collection has some 370,000 volumes in a variety of formats, some 3200 journal subscriptions, and several hundred other standing order titles. Michener is a 4-story building completed in 1972. The building has 226,757 gross square feet, 180,955 assignable square feet. Library materials, offices, and study space occupy 78% of that space; 21% of the space is used as classroom and Arts and Sciences office space. The Libraries currently are staffed with 19 faculty, 45 classified personnel, and some 150 student employees.

Michener Library is open some 100 hours each week. While Circulation and Periodicals/Media Services are staffed during all those hours, Reference and Government Publications are not. Call 351-2671 (Circulation) for building hours or 351-2562 (Reference) for Reference and Government Publications service hours; hours also are indicated on the CARL-PAC system under the menu item "Library News--UNC." The Music and Lab School branch libraries have separate hours as well.

GENERAL INFORMATION

ORIENTATIONS:

Reference faculty will work with classroom faculty to structure class orientations to library resources and services. These lectures may be general or tailored to the specific class assignment. Lectures usually require one class period but may be spread over several classes as necessary. Classes meet in a library classroom; handouts may be available if appropriate and if there has been sufficient time between the librarian/teacher discussion of class content and the orientation date. Faculty may call 351-2562 to talk with the appropriate Subject Librarian to determine class orientation times and content. Kathy Earle currently serves as COBA Subject Librarian, Arlene Greer as Economics Subject Librarian, and Mary Alm as Government Publications Librarian. Faculty may also set up appointments with Earle, Greer, or Alm to discuss library holdings or learn new techniques available in information searching.

INDEXES:

Michener Library has both traditional and high technology approaches to information access. In addition to more familiar sources such as Business Periodicals Index and American Statistical Index, we have automated indexes such as InfoTrac and logic-operated CD-ROM terminals such as ABI/INFORM, PSYCLIT, SOCIOFILE, and ERIC. These sources are available at no cost for both faculty and students whenever the building is open. COBRA (Computer Based Reference Service) also is available for on-line searching for students and faculty. COBRA searches on-line for citations for a fee, accessing databases provided by vendors BRS, DIALOG, and Wilsonline. A list of databases currently available through COBRA is included in this document. Appointments for COBRA searches are made by calling 351-2264. Fees vary according to databases searched and citations found.

AUTOMATED CATALOG:

The University Libraries also have an automated card catalog. The system is called PAC or CARL-PAC (Colorado Alliance of Research Libraries - Public Access Catalog). Currently the following sources are included on CARL-PAC: (CHECK PAC REGULARLY FOR UPDATED CONTENTS!)

Member Library Catalogs:

1. Auraria
2. C.U. at Boulder
3. C.U. Law Library
4. Denver Public Library
5. Denver University
6. Denver Univ. Law School
7. School of Mines
8. U.N.C.
9. Government Pubs.-DPL & CU

Information Databases:

10. UnCover-Article Access
11. "Facts"
12. Encyclopedia
13. Metro Denver Facts
14. InfoColorado
15. Library News

16. Associate Member Library Catalogs

17. Red Rocks C.C.
18. Pikes Peak C.C.
19. Front Range C.C.
20. Pueblo C.C.
21. Arapahoe C.C.
22. Regis College
23. Colorado State Publications
24. State Department of Education
25. Pikes Peak Library (Colorado Springs)
26. MARMOT Library System (Western Slope)
27. Boulder Public Library (Boulder)

Note that most menu items on CARL-PAC are library catalogs--locators of books, films, cassettes, individual items, etc. Menu items listed under "Information Databases" are a little different. "UNCOVER-Article-Access" is one database COBA may find particularly useful. Currently UNCOVER indexes key-words-in-title to articles in journals currently received by larger CARL libraries. Journals are mailed directly to the CARL offices in Denver; tables-of-contents are keyed in and the journal sent on to the owner library. "Currency" is about 3 days of receipt of the journal issue...a tremendous improvement over the 3-9 months lag common to print and CD-ROM indexes.

It is important to remember that "catalog databases" are word searched on both assigned subject words and key-words-in-title: UNCOVER journal articles are word searched on key-word-in-title only.

Another useful feature of UNCOVER is the ability to TITLE-search a journal by its title and receive the table-of-contents for all issues entered. Obviously, scanning the tables-of-contents for journals held at UNC or other universities is an excellent "current awareness" tool.

UNCOVER contains journal issues from about October, 1988- .

CARL-PAC is accessible through terminals located in Michener Library, the Music Library, and the Lab School Library. It is available on the COBA/ LAN stations. Via personal computers, it is available dial-up by phoning 351-1409, baud rate = 1200, CLASS=CARL.

Once the information needed is identified, there are several options for getting the documents wanted. If the item is a circulating item at UNC, it may be checked out. New faculty usually receive library IDs via mail when the semester begins. If you do not receive the library ID, contact Circulation, 351-2671. Faculty have semester check out on most circulating items. (The document "Special Privilege and Responsibilities" of UNC faculty document is attached.) The Interlibrary Loan Service is available for obtaining items not located at UNC. Copies of the two forms currently in use in ILL are attached. UNC members in good standing at Michener Library also may check out materials directly from most area academic libraries. Call Circulation, 351-2671, if you have questions regarding how to check out materials if you go to another library.

Reserve is a service located at the Circulation Desk. This service allows faculty to place class assignment material in one area and to tag that material for limited circulation so that it can be available to all class members. (The document "Reserve Policies" is attached.)

Current periodicals, micro periodicals, and media at UNC are located in a closed-stack secured area behind the Periodicals/Media Service desk, 2nd Floor West, in Michener Library. Faculty have stack access to that area. (It is important that faculty indicate use of this closed-stack material. Circulation statistics are a key factor in periodical title retention. Please fill out slips provided for faculty use when you use periodicals housed in this area.) Bound periodicals are shelved in alphabetical order in open stacks areas. Current, micro, and bound periodicals, videos and other media items normally are restricted to in-house use. Faculty may take out such items for limited time periods. Check with Periodicals/Media classified personnel for the procedure.

COBA FACULTY/LIBRARY FACULTY ORDERING PROCEDURES

The University Libraries had a 1988/89 Learning Materials Budget of \$983,570. These monies were divided into \$493,350 for serials payments and \$490,220 for monographic purchases. Monographic dollars are allocated across the disciplines using a formula with factors such as student enrollment in the program, degrees offered, and average cost of books in the discipline. COBA had a monographic allocation of \$32,019.

MONOGRAPHIC REQUESTS

The Libraries operate on a Subject Librarian concept for linking the Libraries and curriculum departments. Each fund code allocation has a designated Subject Librarian; each fund code allocation also has a Library Representative from that department/discipline. Formal communication between the Libraries and the department/disciplines occurs through these two people. Bill Cox, Accounting, is the COBA Library Representative. Kathy Earle, Reference, is the Subject Librarian. (Earle also is the Subject Librarian for English, Foreign Languages, Hispanic Studies, Journalism/Mass Communications, Life of the Mind, Speech Communication, and Theatre Arts.)

The following procedures are in effect for requesting titles and for library notification regarding treatment of those titles.

Single purchase items are requested on Library Book Order forms. Forms are available from COBA departmental secretaries. You may request your own supply or have more sent to the COBA offices by calling Acquisitions staff, 2649. The diagram below indicates information you need to supply on the form.

Usually the order source--bibliography, publisher's blurb, whatever--has the basic information needed. Attaching a blurb to the order form insures that if Acquisitions needs more info on the title, they'll have clues for finding that info. Typed order forms are preferred; handwritten ones must be legible or they will be returned to you. Completed order requests may be given to your Library Representative, Bill Cox, or to your Subject Librarian, Kathy Earle.

Acquisitions produces monthly order reports. Each month or so, Earle sends to Cox a packet with currently-on-order titles on the Business code, returned order requests, and any other appropriate information. Order requests are returned when the book/video arrives at UNC, when the request is for a title already at UNC, and when the title cannot be ordered. Cox has such returned order forms distributed to the requestor.

Technically COBA library materials dollars are in one sum. Using enrollment figures, the 1988-89 sum of \$32,019 was divided into the percentages below. The resulting figures may serve as a guideline for what is available for each department to spend.

Accounting	29%	\$9,280
CIS	7%	2,240
Finance	18%	5,760
Management	18%	5,760
Marketing	27%	8,640

Source: 1,495 1988-89 declared Business major enrollment; \$32,019 1988-89 Library allocated monographic budget.

LIBRARY BOOK ORDER Form

P.O. No.			Author (last name, full first name) X		
Vendor			LC No. X if available ISBN X if available		
Vendor's Code			Title X		
Publisher (and Address) X			Series		
Price Est. X	Volumes	Copies	☐ On Order	Call No.	
Edition	Publ. Date	Fund Code	P.O. No.	Year	Ed.
	X	013	Date		
☐ Rush	SIP - A T	PTLA	ADV	OCLC #	Location
	FB - A T				Requested by X YOUR NAME
Special Instructions			Sub. Lib.	Library Rep's Sig	Date Rec'd

Michener Lib. - UNC - 80

MAGAZINE/JOURNAL/SERIAL REQUESTS

Requests for serial titles should be made in writing to Earle. The request should contain any information she will find useful in arguing the merits of adding that title to UNC's serial collection. Such information includes courses which will utilize the title, how the title differs from similar titles at UNC, whatever. Attaching the publishers blurb or other information source is helpful. If you have a recent sample issue, send it with the request. (My first step in the request process is to ask for a sample issue if there is not one attached to the request.) Serials monies are not divided by discipline as are Monographic monies. The Subject Librarians meet 3 times a year to discuss serial requests that have been turned in to them. New serial titles are purchased only after discussion at these meetings of how an individual serial request impacts on the total serials holdings.

Earle notifies the requestor of the approved/not approved status of his request shortly after the New Serials meeting. Serials notifies you of the arrival of the first issue of the new request.



LIBRARY SERVICES FOR FACULTY

The University Libraries provide many services to assist faculty with instruction and research. The following is a summary of these services and related faculty responsibilities. For full details of library services, operating hours and locations of the various divisions of the University Libraries, see the separate sheets in the library orientation packet.

CIRCULATION SERVICES:

Using their valid UNC library card, faculty may borrow materials from the general collection for a full semester. Faculty may renew library materials indefinitely if no "hold" has been placed on an item. Material may be renewed either by telephone, or by signing and returning to the Circulation Desk the "reminder list" sent out by the library each semester. Faculty are not subject to late fines but are required to honor the recall of material needed by another patron at any time after three weeks. An item not returned after 28 days of a new due date is considered lost, and a replacement fee of \$46.00 per item will be sent to Accounts Receivable. Faculty with 10 or more "lost" items will have borrowing privileges withheld. Privileges will be restored upon satisfactory restitution. Provision should be made with the Circulation Desk staff if the faculty member's card is to be presented by anyone other than the designated faculty member.

RESERVE DESK SERVICES:

Reserve materials, which can be books, articles, educational kits or other high use materials, are selected by faculty who also designate a limited circulation time for reserve materials in order to make them equally available to all. For details of reserve desk services see "Reserve Desk" information sheet in the orientation packet. To place materials on Reserve, please call the Reserve Department, 351-2671.

INTERLIBRARY

LOAN SERVICES: As described on the "I.L.L." information sheet in this orientation packet, except that faculty are not charged for photocopied articles. Also, requested articles are forwarded to faculty through campus mail.

LIBRARY INSTRUCTION SERVICES:

Reference personnel provide formal instruction in the use of the library to all teaching faculty. To schedule either a general orientation session on library use or a lecture on library materials for a particular subject area call 351-2562. This free service is available during regularly scheduled class periods or by special arrangement. The faculty member must attend the library session. For full details see the "Library Instruction" sheet in the orientation packet.

MUSIC LIBRARY SERVICES:

As described in the "Music Library" information sheet in the orientation packet, except that faculty are not required to pay a rental fee for the use of recordings and video-tapes, and are not charged for overdue materials.

LABORATORY
SCHOOL
SERVICES:

Orientations, class lectures and/or presentations on special topics may also be arranged for faculty using the Laboratory School Library Media Center in Bishop-Lehr Hall. Contact the Media Specialist at 351-2476 and see "Laboratory School" information sheet in the orientation packet for more details on this service.

MISCELLANEOUS
SERVICES:

If a required item is not on the shelf and not checked out, faculty may request the Circulation Desk to do a special tracing search on the item.

Borrowing privileges may be extended to faculty with a valid UNC library card at other academic libraries in the state. Please check with the individual libraries.

Faculty have browsing privileges in the current periodicals area (second floor of library) where a table is provided for faculty use. Please fill out check-out slips when an individual periodical is used so that the library can maintain its use statistics. While periodicals do not normally circulate outside the library, exceptions may be made for faculty use. When this is done the items must be checked out and a special pass issued. Please call the Periodicals/Media Department at 351-2465.

In addition to the library services cited here, the library orientation packet also contains information sheets giving full details of services for the following:

1. ERS collection (Education Resources Services) - containing textbooks kits and other resources to support the K-12 curriculum.
2. Periodicals/Media - the library's collection of journals, newspapers and media resources, and microformat materials.
3. Reference - where faculty can obtain expert assistance on their reference and research needs.
4. PAC (Public Access Catalog) - PAC has replaced the library's card catalog as the primary source of information on book and non-book materials in the UNC Libraries.
5. Government Publications which houses the Michener Library's collection of federal, foreign, international, state, regional and local government publications.
6. EMS (Educational Materials Services) - an Academic support service responsible for scheduling use of audio-visual equipment and materials, the creation and/or duplication of original audio-visual materials, and for the design, fabrication, installation and maintenance of all non-computer electronic equipment used for instructional purposes.

FACULTY USE OF THE UNIVERSITY OF
NORTHERN COLORADO LIBRARIES

Special Privileges and Responsibilities

General Information

All books shelved in the general stacks, unless they are specifically identified, are loaned for a three-week period. These loans are not subject to recall except as requested by a faculty member for reserve.

Borrowing Privileges

Faculty members are permitted to borrow books for one academic semester at a time, with the provision that all materials are subject to recall for the use of another patron any time after three weeks.

Library Cards

Faculty members are issued library cards by the library. This card provides the recipient with borrowing privileges and the use of the University Libraries according to regulations and policies.

A library card is required to borrow any materials from the general stacks and periodicals. The library has the right to deny service if the card is not presented. The library has the right to deny the use of the card if it is presented by anyone other than the designated faculty. Faculty members who utilize research assistants can make special arrangements with the library for checking out materials.

The faculty members are held responsible for all materials borrowed on their library card.

Renewals

Items may be renewed an indefinite number of times if no "hold" has been placed on the item. The library will send the faculty a reminder list of all materials checked out for the semester. Materials can be renewed from the reminder list by signing and returning the list to the Circulation Desk. Items may also be renewed by phone.

An item that is not renewed within 28 days of the due date is considered lost.

Recalls

Materials can be recalled by another patron at any time after three weeks check-out. Material not returned within three days of the recall notification is overdue. An item not returned after 28 days of the new due date is considered lost.

Searches

If a book is not on the shelf and not checked out, request a search at the Circulation Desk.

Late Fines

Faculty are not subject to late fines but will be charged for lost books.

Lost Books

Library books are considered lost when they are 28 days overdue. A replacement fee of \$46.00 for each item will be generated and sent to Accounts Receivable. A faculty member charged with 10 or more lost books will have all library borrowing privileges withheld. Privileges will be restored upon satisfactory restitution.

Miscellaneous

Borrowing privileges may be extended to other academic libraries in the state. Check with the individual libraries. A valid UNC faculty library card will be required.

Faculty have browsing privileges in the current periodicals area (second floor). A table is provided for faculty use. When individual periodicals are used, we request that a check-out slip be filled out so we can maintain use statistics. While current periodicals only circulate for two hours and bound periodicals do not circulate outside the library, exceptions will be made for faculty for short periods of time. These items must be checked out and a special pass issued.

Library Hours

Hours vary due to holidays, semester breaks, and seasons. Regular hours are:

Mon-Thurs	7:30 a.m. - 12 Midnight
Friday	7:30 a.m. - 6:00 p.m.
Saturday	10 a.m. - 6:00 p.m.
Sunday	12 Noon - 12 Midnight

JAMES A. MICHENER LIBRARY
UNIVERSITY OF NORTHERN COLORADO
CIRCULATION SERVICES
RESERVE POLICIES

General Information

Materials in the Reserve Area are selected by the faculty for class assignments and circulate for a limited time, designated by the faculty member, in order to make them equally available to everyone. Reserve materials are in closed stacks and only library personnel and faculty are allowed behind the desk.

Reserve Materials

A. Material in the reserve collection includes:

1. Items selected by faculty members as required reading for an entire class. This may include personal copies, sample examinations, xerox copies, models, videos, transparencies, etc., as well as books from the general stacks.

Personal copies are placed on reserve with the understanding that the library assumes no responsibility for replacing them should they become lost. Due to space limitations the library is unable to house personal items for browsing purposes.

No more than two (2) copies of an item will be placed on reserve. Due to Copyright Law, no more than three (3) copies of a xerox article may be placed on reserve unless the faculty member has written consent of the publisher.

2. Items selected by librarians because of the nature of the content or the expense of the item. This is a very selective list.
3. Books belonging to other libraries. (If faculty members request this, they obtain them in their name and they assume all responsibility.)

B. Material excluded:

1. Reference books. Since these are non-circulating, they are, as a rule, not placed on reserve. If an exception is made, it will be at the discretion of the Coordinator of Reference Services and the Coordinator of Circulation Services.
2. Government publications. Ordinarily these items remain with the documents collection. If they are placed on reserve, it will be at the discretion of the Coordinator of Government Publications and the Coordinator of Circulation Services.
3. Bound periodicals. The library prefers that the department xerox pages of the assigned articles and place them on reserve.
4. Current periodicals. Since the unbound issues are in closed stacks, there is no need to place any on reserve.

C. Adding materials:

1. Faculty members must bring the items to the reserve desk (including library books).
2. At the time the material is presented the faculty member must indicate the semester(s) the material will be on reserve, the loan time, course name and number, number of students in the class, name of instructor, department affiliation and office phone number. Failure to provide all of the above information can slow down the processing of the material. At least 48 hours processing time should be allowed for items being placed on reserve.
3. Xeroxing of articles, etc. must be done before placing the material on reserve. The copies need to be stapled and the title clearly indicated.

Review of Material

- A. Faculty will be requested to review their reserve lists each semester in order to make necessary revisions in their holdings.
- B. Library personnel will review items each semester. If an item has zero to five circulations for a designated semester, the item will automatically be removed. If the items were only checked out a few times, they might be more efficiently used in the general collection.
- C. Personal items removed will be returned to the faculty by the library.

Loan Periods

Material may be borrowed for two hours, 1-day and three days, depending upon the loan period requested by the faculty member placing the item on reserve. (Books requested by more than one faculty member are automatically placed on two-hour reserve.)

Reserve items circulate at the rate of three at a time. A valid UNC I.D. card must be presented in order to check-out materials.

Books may be taken anywhere for the time period designated (unless they are marked "cannot leave the library") and are to be returned directly to the Reserve Desk. Two-hour materials may be checked out one hour before closing time to be due the following day at opening time. One-day and three-day books are due at the time specified on the check-out card.

Reserve books do not go out on interlibrary loan.

Names of persons having materials checked out are not released to anyone.

If a patron needs the material for an extended period of time he/she must get written permission from the faculty member who put the material on Reserve.

Faculty Borrowing

Faculty members may check out materials they have placed on reserve for longer than the designated period and in unlimited number. They may not, however, check-out any other reserve item for longer than the regular check-out period without permission from the faculty member having placed the material on reserve.

Renewals and Holds

Reserve items may not be renewed, and no holds will be placed on any items. A patron may re-check an item after a twenty minute wait.

Fines

Patrons are notified when materials are overdue (usually by phone or mail). The fine for 2-hour books is \$1.00 per hour, per item, and for 1-day and 3-day items the rate is \$5.00 per day, per item.

Lost Books

The charge for lost books is \$46.00. If a personal copy is lost, it is left to the faculty member to determine replacement procedures and cost. Lost books are re-ordered as soon as replacement charges have been paid.

In the event that a book is missing from reserve and there is no way of determining what happened to it, the book will be re-ordered at the beginning of the semester immediately following the one in which it was reported missing.

PERIODICAL - PHOTOCOPY FORMToday's Date:
(Deadline Date)IL:
STATUS DATE:

TITLE OF PERIODICAL:

WILL SUPPLY _____
SHIPPED _____

AUTHOR & TITLE OF ARTICLE:

UNFILLED _____
RECEIVED _____

VOLUME:

NUMBER:

DATE:

PAGES:

RENEWAL RQ _____

SOURCE: (Where you found mention of this title)
If owned by UNC but not available, check reason:

RENEWAL NO _____

☐ missing☐ mutilated☐ Bindery

If you know where this is owned, please indicate:

PATRON'S NAME:

OCLC#

OCLC SYMBOLS

OTHER

ADDRESS: (Just your dept. -- COBA -- not your office #.)

1.

CARL

2.

ULS:

3.

NST:

PHONE:

4.

PAC:

5.

STATUS: FAC/STAFF GRAD UNDERGRAD OTHER

RECEIVED FROM:

PLEASE READ AND SIGN COPYRIGHT INFORMATION
ON REVERSE SIDE.BOOK REQUEST FORMToday's Date:
(Deadline Date:)IL:
DATE:

AUTHOR:

WILL SUPPLY _____

TITLE:

SHIPPED _____

DATE OF PUBLICATION:

UNFILLED _____

RECEIVED _____

RENEWAL RQ. _____

RENEWAL NO. _____

SOURCE: (Where you found mention of this title)
If you found on PAC, indicate which library owns:
If owned at UNC but not available, check reason:

RECALLED _____

RETURNED _____

☐ missing☐ in use

RECEIVED FROM:

PATRON'S NAME

OCLC#

OCLC SYMBOLS

ADDRESS: (Just your dept. -- COBA -- not
your office #.)

1.

2.

3.

PHONE:

4.

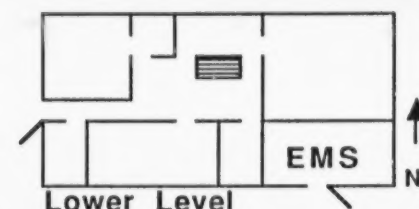
5.

FAC/STAFF GRAD UNDERGRAD OTHER

Other verification

MANSETT.

EDUCATIONAL MATERIALS SERVICES (EMS)



The Educational Materials Services comprises three divisions 1) Acquisition/Distribution, 2) Production and 3) Engineering. These divisions of EMS are responsible respectively for academic support service to the University faculty for instructional purposes in the areas: Scheduling use of audio-visual equipment and materials; the creation and/or duplication of regional audio-visual materials; the design, fabrication, installation and maintenance of all non-computer electronic equipment.

LOCATION: Michener Library, Lower Level, South, Room L172

TELEPHONE: General Number (303) 351-2885
Division Numbers: Acquisition: 351-1503; Production: 351-2632; Engineering: 351-1509

HOURS:

Acquisitions:	Academic Year	7:30 a.m. - 5:00 p.m.
	Summer Semester	7:00 a.m. - 4:00 p.m.
Production and	Academic Year	8:00 a.m. - noon, 1:00pm - 5:00 p.m.
Engineering:	Summer Semester	7:30 a.m.-11:30 a.m., noon-4:00 p.m.
	The Production Section is also open by appointment	

COLLECTION: EMS maintains the University's permanent collection of approximately 1,400 films and 300 videotapes. Through membership in the High Plains Film Cooperative, EMS provides a free access to an additional 2,000 film titles available in other area film collections. Funds for the rental and purchases of audio-visual materials are allocated to EMS annually, and may be used by faculty members to acquire materials not available in the central collection. EMS also maintains a large collection of audio-visual equipment for classroom use. Most equipment is housed in individual academic buildings, and information regarding scheduling may be obtained from EMS.

CIRCULATION POLICY:

Equipment and materials are normally scheduled for short-term use, not exceeding three days. Rental or use of materials from off-campus collections require a minimum of three weeks advance scheduling. Students must obtain written authorization from a faculty member in order to check out materials or equipment. Materials can be delivered to departmental offices by the Library Courier. Equipment delivery services are not provided.

FEES: There are no charges for faculty use of audio-visual equipment or materials scheduled through EMS. However, faculty members and academic departments are charged for the actual cost of raw materials consumed in the production or duplication of their projects. Cost estimates are provided prior to production. There are no charges to faculty or academic departments for EMS engineering services, or for projection lamps or parts used in routine equipment maintenance. Departments are charged only for the actual cost of cables, connectors, and miscellaneous parts used in the fabrication or replacement of major component parts of electronic equipment (e.g., video camera tubes, video recording head assemblies, etc.)

SERVICES: **ACQUISITIONS/DISTRIBUTION:** All films and videotapes in the EMS collection are indexed in the CARL online Public Access Catalog (PAC), and a printed catalog of all holdings is distributed annually to all academic departments. A summary of additional holdings in individual departmental collections is available on request.

PRODUCTION: Professional media production specialists are available to assist faculty in all aspects of planning, development and creation of original audio-visual instructional materials. Due to the length of time required to produce most audio-visual materials, faculty are urged to initiate production services requests well in advance of the desired use date. Major television production projects require review by the University Television Advisory Committee, which may provide funds for production expenses. Project Proposal forms are available at EMS. Services include:

Photography: 35mm slide production, photocopy and duplication.

Audio: sound mixing, recording, narration, sound/slide synchronization, cassette duplication.

Video: Studio production, location production, 3/4" video editing, scripting, licensed off-air and off-satellite recording, satellite teleconference participation, cable television access, cassette duplication.

Graphics: Charts, graphs, overhead transparencies, camera-ready art, original art.

ENGINEERING: A staff of professional audio-visual and electronic specialists is available to consult with faculty and academic departments on equipment acquisition, fabrication and installation. All audio-visual and television purchases must be approved by EMS prior to purchase, and faculty are urged to discuss intended equipment purchases or installations with EMS engineers prior to initiation of bids or Purchase Requisitions. A Departmental Purchase Order (DPO) may not be used to purchase audio-visual equipment.

Equipment purchases are normally delivered to EMS for inventory and testing prior to delivery to the purchasing department.

Any malfunction of audio-visual equipment should be reported to EMS. Preventive maintenance services are not available on a regular basis.

TITLES CURRENT ON BUSINESS SERIALS CODE 3/1989
(Titles listed twice indicate paper current/micro-backfile.)
(M in cost column = Membership.)

TITLE	COST		TITLE	COST	
	1987	1988		1987	1988
ABA BANKING JOURNAL (AMER. BANKERS ASSOC.)	20	32	APPRAISAL JOURNAL	26	26
ACADEMY OF MANAGEMENT JOURNAL	40	40	APPRAISAL JOURNAL	8	9
ACADEMY OF MANAGEMENT PROCEEDINGS	16	21	ARBITRATION JOURNAL	42	42
ACADEMY OF MANAGEMENT REVIEW	25	40	ARBITRATION JOURNAL	8	9
ACADEMY OF MANAGEMENT EXECUTIVE		38	ARMA RECORDS MANAGEMENT QUARTERLY	40	40
ACCOUNTANCY	49	62	ATLANTIC ECONOMIC JOURNAL		85
ACCOUNTANCY	19	21	AUTOMOTIVE NEWS	53	53
ACCOUNTANT	75	202	AUTOMOTIVE NEWS	52	58
ACCOUNTANT	37	41	BANKER'S MAGAZINE	73	76
ACCOUNTING REVIEW	53	53	BANKER'S MONTHLY	25	25
ACCOUNTING TRENDS AND TECHNIQUES	46	48	BARRON'S NAT'L. BUS. & FIN. WEEKLY	135	156
ADMINISTRATIVE MANAGEMENT	25	32	BARRON'S NAT'L. BUS. & FIN. WEEKLY	86	90
ADMINISTRATIVE SCIENCE QUARTERLY	75	65	BEST'S LIFE/HEALTH SERVICE REG. SERV.	231	394
ADVANCES IN ACCOUNTING	55	61	BEST'S PROPERTY/CASUALTY DIV. REG. SERV.	394	394
ADVANCES IN BUSINESS MARKETING		50	BEVERAGE INDUSTRY	42	42
ADVANCES IN CONSUMER RESEARCH		29	BEVERAGE WORLD	30	32
ADVERTISING AGE	60	62	BEVERAGE WORLD	13	14
ADVERTISING AGE	89	52	BUSINESS AND MANAGEMENT	0	11
AIR TRANSPORT WORLD	37	37	BUSINESS AND SOCIETY	5	5
AIR TRANSPORT WORLD	0	15	BUSINESS AND SOCIETY REVIEW	59	59
AMA EDUCATORS' PROCEEDINGS	38	32	BUSINESS CREDIT	19	19
AMA MANAGEMENT BRIEFING	M	M	BUSINESS CREDIT	8	9
AMA RESEARCH STUDY	M	M	BUSINESS ECONOMICS	32	32
AMA SURVEY REPORT	M	M	BUSINESS EDUCATION FORUM	M	M
AMERICAN BUSINESS LAW JOURNAL	17	21	BUSINESS EDUCATION FORUM	9	9
AMERICAN COUN. CONSUMERS INTERESTS, PROCEEDINGS	M	M	BUSINESS HISTORY REVIEW	29	29
AMERICAN COUNCIL ON CONSUMERS INTERESTS (MEMBER)	58	74	BUSINESS HISTORY REVIEW	8	9
AMERICAN DRUGGIST	25	25	BUSINESS HORIZONS	15	25
AMERICAN DRUGGIST	11	12	BUSINESS MARKETING	37	37
AMERICAN IMPORT EXPORT GLOBAL TRADE	25	47	BUSINESS MONTH	0	34
AMERICAN IMPORT EXPORT GLOBAL TRADE	12	13	BUSINESS TODAY	8	9
AMERICAN JOURNAL OF SMALL BUSINESS	32	39	BUSINESS WEEK	42	42
Now ENTREPRENEURSHIP THEORY & PRACTICE			BUSINESS WEEK	325	74
AMERICAN MANAGEMENT ASSOC. MISC. PUBS.	M	M	BYTE: THE SMALL SYSTEMS JOURNAL	21	23
AMERICAN MANAGEMENT ASSOCIATION (MEMBERSHIP)	173	189	BYTE: THE SMALL SYSTEMS JOURNAL	68	75

TITLES CURRENT ON ECONOMICS SERIALS CODE 3/1989
(Titles listed twice indicate paper current/micro-backfile.)

TITLE	COST		TITLE	COST	
	1987	1988		1987	1988
AMERICAN ECONOMIC REVIEW	116	131	JOURNAL OF LAW & ECONOMICS	34	36
AMERICAN ECONOMIST	6	13	JOURNAL OF MONETARY ECONOMICS	220	363
AMERICAN JOURNAL OF AGRICULTURAL ECONOMICS	68	68	JOURNAL OF MONEY, CREDIT AND BANKING	29	42
AMERICAN JOURNAL OF ECONOMICS AND SOCIOLOGY	16	16	JOURNAL OF POLITICAL ECONOMY	96	68
APPLIED ECONOMICS	273	378	JOURNAL OF REGIONAL SCIENCE	58	61
CHALLENGE: THE MAGAZINE OF ECONOMIC AFFAIRS	28	33	JOURNAL OF URBAN ECONOMICS	170	179
CHANGING TIMES	15	19	LABOR HISTORY	30	30
CHANGING TIMES	10	11	LABOR LAW JOURNAL	74	79
DELTA PI EPSILON JOURNAL	21	21	LAND ECONOMICS	41	42
ECONOMETRICA	150	103	MICHIGAN LAW REVIEW	34	34
ECONOMIC DEVELOPMENT AND CULTURAL CHANGE	58	58	NATIONAL TAX JOURNAL	32	32
ECONOMIC HISTORY REVIEW SECOND SERIES	42	46	OPERATIONS RESEARCH	90	101
ECONOMIC INQUIRY	105	105	PUBLIC FINANCE QUARTERLY	74	74
ECONOMIC JOURNAL	105	110	QUARTERLY JOURNAL OF ECONOMICS	63	63
ECONOMIST	72	80	QUARTERLY REVIEW OF ECONOMICS AND BUSINESS	37	34
ECONOMIST (AND INDEX)	115	115	RAND JOURNAL OF ECONOMICS	74	84
EUROPE	15	38	REVIEW OF ECONOMIC STUDIES	74	78
FAR EASTERN ECONOMIC REVIEW	68	74	REVIEW OF ECONOMICS AND STATISTICS	98	131
FOOD RESEARCH INSTITUTE STUDIES	21	63	SOUTHERN ECONOMIC JOURNAL	63	53
HISTORY OF POLITICAL ECONOMY	49	49	SOVIET STUDIES	70	83
HISTORY OF POLITICAL ECONOMY	8	9	SOVIET STUDIES	8	9
INDUSTRIAL DEVELOPMENT & SITE SELECTION HANDBOOK	63	79	STATISTICIAN	126	158
INDUSTRIAL RELATIONS: A JOUR. OF ECON. AND SOCIE.	20	29	WATER RESOURCES RESEARCH	362	384
JOURNAL OF COMMON MARKET STUDIES	95	89			
JOURNAL OF CONTEMPORARY STUDIES	13	13			
JOURNAL OF DEVELOPING AREAS	22	26			
JOURNAL OF DEVELOPMENT STUDIES	121	150			
JOURNAL OF ECONOMETRICS	395	483			
JOURNAL OF ECONOMIC EDUCATION	39	47			
JOURNAL OF ECONOMIC HISTORY	32	42			
JOURNAL OF ECONOMIC ISSUES	26	32			
JOURNAL OF ECONOMICS AND BUSINESS	92	103			
JOURNAL OF ENVIRONMENTAL ECONOMICS AND MANAGEMENT	95	123			
JOURNAL OF HOUSING	25	25			
JOURNAL OF HOUSING	8	9			

Business-Related Serials
on Reference Code or Other Codes

<u>Title</u>	<u>1988 Cost</u>
Accident Facts	\$ 13
Accountants Index	168
Almanac of	
American Statistics Index	2310
Applied Science & Technology Index	630
Arthur Young Tax Guide	12
Asian Wall Street Journal	236
Asian Wall Street Micro	135
Basic Petroleum Data Book	125
Bell & Howell's Index to Christian Science Monitor	218
Bell & Howell's Index to Denver Post	541
Biography Index	85
Broadcasting Cablecasting Yearbook	110
Business Periodicals Index	905
Business Profitability Data	26
Career Briefs/Career Summaries	77
Colorado County & City Retail Sales	63
CCH SEC Accounting Rules	185
CCH Standard Fed. Tax Report	1694
Commercial Atlas & Marketing Guide	225
Communication Abstracts	189
Computer & Control Abstracts	924
Computer & Information Systems Abstracts Journals	840
Computer Review	226
Congressional Quarterly Service	500
Consumer's Index to Product Evaluations	191
Contacts Influential: Colorado Front Range	300
Contacts Influential: Denver	572
CRB Commodity Year Book & Update	120
D & B Key Industry	
Directory of American Firms Operating in Foreign Countries	192
Directory of Colorado Manufacturers	62
Directory of Corporate Affiliations	423
Directory of Shopping Centers in the U.S.	300
Dow Jones-Irwin Business & Investment Almanac	33
Encyclopedia of Associations	880
Europa Year Book	278
Fairchild's Financial Manual of Retail Stores	63
Fairchild's Textile & Apparel Financial Directory	53
Far East & Australasia	179
FASB Interpretations, Concepts, Technical Bulletin	80
Finance Facts Yearbook	12

BUSINESS PERIODICALS INDEX:
Journals indexed 6/1989

ABA Banking Journal
ARMA Records Management Quarterly
Academy of Management Executive
Academy of Management Journal
Academy of Management Review
Accountancy
Accounting and Business Research
Accounting Horizons
Accounting Review
Across the Board
Administrative Management
Administrative Science Quarterly
Advanced Management Journal
Advertising Age
Adweek's Marketing Week
Agri Marketing
Air Transport World
American Business Law Journal
American Demographics
American Economic Review
American Economist
American Journal of Agricultural
Economics
American Printer
American Shipper
Antitrust Law & Economics Review
Apparel Merchandising
Appliance Manufacturer
Applied Economics
Appraisal Journal
Arbitration Journal
Asian Business
Association Management
Automotive Industries
Automotive News
Aviation Week & Space Technology

Bank Marketing
Banker
Bankers Magazine (Boston, Mass.)
Bankers Monthly
Barron's
Best's Review (Life/Health Insurance
Edition)
Best's Review (Property/Casualty
Insurance Edition)
Beverage World
Black Enterprise
Broadcasting
Brookings Papers on Economic Activity
Builder
Buildings

InfoTrac: Journals indexed 5/1989

A+

ABA Banking Journal
ABCA Bulletin (now Bulletin of the Association for Business Communication)
Academy of Management Journal
Academy of Management Review
Accountancy (UK)
Accountant's Magazine
Accounting and Business Research
Accounting and Finance (Australia)
Accounting Review
Accounting, Organizations and Society
ACES Bulletin (now Comparative Economic Studies)
Across the Board
Adherent
Administration and Society
Administrative Management
Administrative Science Quarterly
Advertising Age
Advertising World (now International Advertiser)
AdWeek Eastern Edition
AdWeek Western Advertising News
AdWeek's Marketing Week
AEI Economist
Africa Report
Africa Today
African Arts
Agency Sales Magazine
Aging
Agrichemical Age
AIIE Industrial Management (now Industrial Management)
Air Conditioning, Heating & Refrigeration News
Air Transport World
Akron Business and Economic Review
Alaska Business Monthly
Alberta Business
Alternatives
America
American Anthropologist
American Artist
American Banker
American Behavioral Scientist
American Business Law Journal
American City & County
American Craft (formerly Craft Horizons)
American Demographics
American Druggist
American Economic Review
American Economist
American Federationist
American Film
American Forests

ABI: Journals indexed/1989

AACE Transactions
ABA Bank Compliance
ABA Banking Jrnl., formerly Banking
Abacus (Australia)
Academy of Mgmt. Executive
Academy of Mgmt. Jrnl.
Academy of Mgmt. Review
Accountancy (UK)
Accounting & Business Research (UK)
Accounting & Finance (Australia)
Accounting Horizons
Accounting Review
Accounting, Organizations & Society (UK)
Across the Board, formerly Conference Board Record
Administration in Social Work
Administrative Mgmt., formerly Office Administration & Automation
Administrative Science Qtrly.
Advanced Mgmt. Jrnl.
Advertising Age
Agency Sales Magazine, formerly Agency Sales with Agent & Rep.
Agribusiness
Akron Business & Economic Review
American Agent & Broker
American Business Law Jrnl.
American Demographics
American Economic Review
American Economist
American Jrnl. of Economics & Sociology
American Printer
American Review of Public Administration, formerly Midwest Review
of Public Administration
American Salesman
Antitrust Bulletin
Antitrust Law & Economics Review
Applied Economics (UK)
Applied Marketing Research, formerly J. of Data Collection
Appraisal Jrnl.
Arbitration Jrnl.
AREUEA Jrnl. (Amer. Real Estate & Urban Economics Assn.)
Arizona Business
Arkansas Business & Economic Review
ARMA Records Mgmt. Qtrly.
ASCI Jrnl. of Mgmt. (India)
Asian Business (Hong Kong)
Asian Finance (Hong Kong)
Association & Society Manager
Association Mgmt.
AT&T Technology
Atlantic Economic Jrnl.
Australian Accountant (Australia)
Australian Business Law Review (Australia)
Automation, formerly Production Engineering
Aviation Week & Space Technology

SOCIAL SCIENCES CITATION INDEX

SOURCE PUBLICATIONS

Arranged by Subject Category

BUSINESS

Academy of Management Journal
Academy of Management Review
Administrative Science Quarterly
Advances in Consumer Research
Akron Business and Economic Review
American Business Law Journal
Betriebswirtschaftliche Forschung Und Praxis
Business History
Business History Review
Business Horizons
California Management Review
Columbia Journal of World Business
European Journal of Marketing
Fortune
Harvard Business Review
IEEE Transactions on Engineering Management
IIC-International Review of Industrial Property and
Copyright Law
Industrial Marketing Management
Journal of Advertising
Journal of Advertising Research
Journal of Business
Journal of Business Ethics
Journal of Business Research
Journal of Business Venturing
Journal of Common Market Studies
Journal of Consumer Affairs
Journal of Consumer Policy
Journal of Consumer Research
Journal of Environmental Economics and Management
Journal of General Management
Journal of International Business Studies
Journal of Management
Journal of Management Studies
Journal of Marketing
Journal of Marketing Research
Journal of Product Innovation Management
Journal of Public Policy & Marketing
Journal of Retailing
Journal of the Market Research Society
Long Range Planning
Management International Review
Managerial and Decision Economics
Organizational Dynamics
Public Relations Review
R & D Management

ACCESS IS AVAILABLE THROUGH COBRA

AIDS Articles from the Comprehensive Core Medical Library	Disclosure/History Database
Academic American Encyclopedia Database	Disclosure/Online Database
AgeLine	Disclosure/Health
ABLEDATA	Exceptional Child Education Resources
BRS/Accounting File	CAB - Economics, Development and Education
Current Contents: Agriculture, Biology & Environmental Sciences	EMBASE Backfile
Arts & Humanities SEARCH	EMBASE
Arts & Humanities SEARCH Practice Database	EMBASE Practice Database
AIDS Abstracts from the Bureau of Hygiene and Tropical Diseases	EMBASE-MERGED
Current Contents Arts & Humanities	Electronic Materials Information System
AIDS Knowledge Base from San Francisco General Hospital	Current Contents: Engineering, Technology & Applied Sciences
Abstracts of Working Papers in Economics	Educational Resources Information Center
Books in Print	Alcohol & Alcohol Problems Science Database
BioBusiness	Educational Testing Service Test Collection
Business Dateline	FAIRBASE
Current Contents: Social & Behavioral Sciences	Federal Applied Technology Database
BIOSIS Previews-Backfile	BRS/FILE
BIOSIS Previews-Merged	FINIS: Financial Industry Information Service
Business Software Database	Federal Register Abstracts Database
CAB ABSTRACTS	Federal and State Business Assistance
AGRICOLA - Backfile	Index to U.S. Government Periodicals
AGRICOLA	GPO Monthly Catalog
CANCERLIT	Alcohol Use and Abuse
CA Search Practice Database	Harvard Business Review/Online
Comprehensive Core Medical Library	Health Industry Research Reports
Current Contents SEARCH	Health Planning and Administration
Consumer Drug Information Database	HUD USER
CA SEARCH-Backfile	HAZARDLINE
CA SEARCH	Integrated Circuit Parameter Retrieval Database
Combined Health Information Database	ABI/INFORM
Corporate and Industry Research Reports Online Index	ABI/INFORM Practice Database
Current Contents: Clinical Medicine	INSPEC - Backfile
Computer & Mathematics Search	INSPEC
Computer Database	INSPEC - Merged File
COMPENDEX	Investext
Alcohol Information for Clinicians and Educators Database	International Pharmaceutical Abstracts
Congressional Record Abstracts	
BRS/CROS	
NEWSEARCH	
Drug Information Fulltext	
DIOGENES	
Dissertation Abstracts Online	
DRUGINFO	
DRUGINFO/Alcohol Use and Abuse	

DIALOG DATABASES

5/1989

ACCESS IS AVAILABLE THROUGH COBRA

ABI/INFORM
ACADEMIC AMERICAN ENCYCLOPEDIA
AEROSPACE DATABASE
AGRIBUSINESS U.S.A.
AGRICOLA
AGRIS INTERNATIONAL
THE AGROCHEMICALS HANDBOOK
AIM/ARM
AMERICA: HISTORY & LIFE
AMERICAN BANKER FULL TEXT
AMERICAN BANKER NEWS (BANKNEWS)
AMERICAN LIBRARY DIRECTORY
AMERICAN MEN & WOMEN OF SCIENCE
ANALYTICAL ABSTRACTS
AP NEWS
APTIC
AQUACULTURE
AQUATIC SCIENCES & FISHERIES ABSTRACTS
ARCHITECTURE DATABASE
ART LITERATURE INTERNATIONAL
ARTBIBLIOGRAPHIES MODERN
ARTHUR D. LITTLE/ONLINE
ARTS & HUMANITIES SEARCH
ASI
A-V ONLINE

BIBLE (KING JAMES VERSION)
BIOBUSINESS
BIOCOMMERCE ABSTRACTS
BIOGRAPHY MASTER INDEX
BIOSIS PREVIEWS
BIOTECHNOLOGY ABSTRACTS
BOND BUYER FULL TEXT
BOOK REVIEW INDEX
BOOKS IN PRINT
BRITISH BOOKS IN PRINT
BUSINESS DATELINE
BUSINESS SOFTWARE DATABASE
BUSINESSWIRE

CA SEARCH
CAB ABSTRACTS
CANADIAN BUSINESS AND CURRENT AFFAIRS
CANCERLIT
CAREER PLACEMENT REGISTRY
CENDATA
CERAMIC ABSTRACTS
CHEM-INTELL
CHEMICAL BUSINESS NEWSBASE
CHEMICAL ENGINEERING ABSTRACTS

CHEMICAL EXPOSURE
CHEMICAL INDUSTRY NOTES
CHEMICAL REGULATIONS & GUIDE-
LINES SYSTEM
CHEMSIS
CHEMZERO
CHICAGO TRIBUNE
CHILD ABUSE & NEGLECT
CHINESE PATENT ABSTRACTS IN
ENGLISH
CHRONOLOG NEWSLETTER
CIS
CLAIMS/CITATION
CLAIMS COMPOUND REGISTRY
CLAIMS PATENT FILES
CLAIMS REASSIGNMENT & RE-
EXAMINATION
CLAIMS REFERENCE
CLINICAL ABSTRACTS
COFFEELINE
COMMERCE BUSINESS DAILY
COMPENDEX PLUS
COMPUTER ASAP
COMPUTER DATABASE
CONFERENCE PAPERS INDEX
CONGRESSIONAL RECORD ABSTRACTS
CONSUMER DRUG INFORMATION
FULLTEXT
CONSUMER REPORTS
CORPORATE AFFILIATIONS
CRIMINAL JUSTICE PERIODICALS
INDEX
CRIS/USDA
CURRENT BIOTECHNOLOGY ABSTRACTS
CURRENT CONTENTS SEARCH
CURRENT DIGEST OF THE SOVIET
PRESS
CURRENT TECHNOLOGY INDEX

DATABASE OF DATABASES
D&B - CANADIAN MARKET CAREER
IDENTIFIERS
D&B - DONNELLEY DEMOGRAPHICS
D&B - DUN'S ELECTRONIC
DIRECTORY OF EDUCATION
D&B - DUN'S ELECTRONIC YELLOW
PAGES
D&B - FINANCIAL RECORDS PLUS
D&B - DUN'S MARKET IDENTIFIERS
D&B - INTERNATIONAL DUN'S
MARKET IDENTIFIERS

WILSONLINE DATABASES

5/1989

ACCESS IS AVAILABLE THROUGH COBRA.

<u>DATABASES</u>	<u>COVERAGE</u>
Applied Science & Technology Index	October 1983 -
Art Index	September 1984 -
Bibliographic Index	November 1984 -
Biography Index	July 1984 -
Biological & Agricultural Index	July 1983 -
Business Periodicals Index	June 1982 -
Book Review Digest	April 1983 -
Cumulative Book Index	January 1982 -
Education Index	December 1983 -
Essay and General Literature Index	January 1985 -
Government Printing Office	July 1976 -
General Science Index	May 1984 -
Humanities Index	February 1984 -
Index to Government Periodicals	January 1980 -
Index to Legal Periodicals	August 1981 -
Library of Congress MARC Books - Foreign	January 1977 -
Library of Congress MARC Books	January 1977 -
Library Literature	December 1984 -
MLA International Bibliography	January 1981 -
Reader's Guide Abstracts	January 1983 -
Reader's Guide to Periodical Literature	January 1983 -
Social Sciences Index	April 1983 -
Vertical File Index	December 1985 -

UNC -- Acquisitions Summary -- 8/1989

Code 013

<u>Title</u>	<u>Cost</u>
Advertising Freelancers	\$ 15.00
America at Risk, Videorecording: A History	81.50
American Banker Year Book, 1988	98.85
Bank Administration Manual: A Comprehensive Re	68.34
Beyond the Workplace: Managing Industrial Relat	47.02
Careers in Public Accounting: A Comprehensive	155.00
Cleared for Takeoff: Airline Labor Relations	37.10
Cognitive and Affective Responses to Advertising	53.75
Communications in Business and Professional Setti	20.50
Computer Integration into the Accounting Curricu	10.54
Consumer Behavior in Marketing Strategy	38.85
Contemporary Literature in Cost Accounting	9.95
Corporate Collapse: The Causes and Symptoms	15.00
Creative Strategy in Advertising	25.08
Decision Making: Descriptive, Normative, and Pr	65.00
Diagnosing Organizations: Methods, Models, and	17.56
Directory of Obsolete Securities	400.00
Disney Studio Story	30.59
Effective Writing: A Handbook for Accountants	16.79
Emerson's Directory of Leading U.S. Accounting	130.00
Financial Behavior of Japanese Corporations	19.65
Food and Beverage Operation: Cost Control and	26.69
Framework for the Development of Accounting Ed	10.56
Fundamental Concepts and Problems in Business Et	19.79
Great Promo Pieces: Create Your Own Brochures	26.16
Group Techniques for Idea Building	17.56
Guide to Remembering Japanese Characters	25.71
Handbook of Accounting and Auditing	109.91
Handbook of Stock Index Futures-Options	50.34
Historical Dictionary of American Industrial	55.83
Homeworking: Myths and Realities	30.00
How to Create Small-Space Newspaper Advertising	17.13
How to Write Winning Proposals for Your Company	36.55
Inside Corporate Japan: The Art of Fumble-Free	22.84
Inside Investment Banking	39.09
Internationalization of Business	45.00
Interpretive Interactionism	17.56
Issue Management: Origins of the Future	24.37
Juran's Quality Control Handbook	72.44
Language of Real Estate	28.00
Linking Auditing and Meta Evaluation: Enhancin	17.56
Management Control Function	24.95
Management Handbook for Information Center & End	267.07
Marketing Plan: How to Prepare and Implement It	10.95
Marketing Theory: Evolution and Evaluation	25.59
New Directions in MIS Management: A Guide For	43.59
1988 NSAC, Nestle Foods Corporation	60.00
Organizational Communication	33.68

LIBRARY OF CONGRESS
CLASSIFICATION
OUTLINE

Following is an outline of those call numbers generally identifying business/economics library materials.

HA STATISTICS

29- 31.9	Theory and method of social science statistics
36- 37	Organizations, Bureaus, Service
38- 39	Registration
154-4737	Statistical data
154- 155	Universal statistics
175-4737	By region or country

HB ECONOMIC THEORY

71- 74	Economics as a science. Relation to other subjects
75- 130	History of economics. History of economic theory Including special economic schools
131- 145	Methodology
135- 145	Mathematical economics. Quantitative methods Including econometrics, input-output analysis, game theory
201- 205	Value. Utility
221- 236	Price. Regulation of prices
238- 251	Competition. Production. Wealth
501	Capital. Capitalism
522- 715	Income. Factor shares
531- 551	Interest. Usury
601	Profit
615- 715	Entrepreneurship. Risk and uncertainty. Property
801- 843	Consumption. Demand
846- 846.8	Welfare theory
848-3697	Demography. Vital events
3711-3840	Business cycles. Economic fluctuations

HC ECONOMIC HISTORY AND CONDITIONS

79	Special topics, A-Z Including air pollution, automation, consumer demand, famines, flow of funds, etc.
92	Economic geography of the oceans (General)
94-1085	By region or country

HD ECONOMIC HISTORY AND CONDITIONS

28- 88	Production Organization of production. Management. Industrial management
39- 40.7	Capital. Capital investments
41	Competition and cooperation. Regulation and restriction of output
45- 45.2	Control of industry. Technological innovations. Automation

HD ECONOMIC HISTORY AND CONDITIONS - Continued

47-	47.4	Costs. Cost control
49-	49.5	Crises and overproduction. Inflation
	50	Delegation of authority
56-	57.5	Industrial productivity
	58	Location of industry
58.7-	58.95	Organizational behavior, change and effectiveness
59-	59.2	Public relations. Industrial publicity
60-	60.5	Social responsibilities. Corporate and social policies
	61	Risk in industry. Risk management
	62	Simplification. Standardization. Waste
62.2-	62.8	Management of special enterprises
	66	Work groups. Team work in industry
	69	Other, A-Z
		Including business consultants, capacity, size of industries, etc.
72-	88	Economic growth, development, planning
101-1395		Land use
		Land tenure
1241-1339		Policy. Theory of distribution of the land
1259-1265		Eminent domain. Expropriation. State domain
1286-1289		Communal ownership
1290-1291		Municipal ownership
1294-1295		Taxation
1301-1313		Nationalization (Agrarian socialism)
1326-1329		Large holdings
1330-1331		Landlord and peasant
1332-1333.5		Land reform. Agrarian reform
1334-1335		Consolidation of land holdings
1336-1339		Small holdings. Peasant proprietors
1361-1395		Real estate business
1401-2210		Agriculture
1428-1431		International cooperation
1470.5-1476		Size of farms
	1478	Sharecropping
1483-1486		Agricultural associations, societies, etc.
1491-1491.5		Cooperative agriculture
1492-1492.5		Collective farms
	1493	Government owned and operated farms. State farms
1501-1540		Agricultural classes
		Including farm tenancy, agricultural laborers
	1549	Gleaning
	1580	Melioration and reclamation of agricultural land
1635-1702		Utilization and culture of special classes of lands
		Including pasture lands, water resources development
1711-1741		Irrigation. Reclamation

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2321-4730.9	Industry
2329	Industrialization
2330	Rural industry
2331-2336	House industry
2337-2339	Sweating system
2340.8-2346	Small and medium industry, artisans, handicrafts, trades
2350.8-2356	Large industry. Factory system. Big business
2365-2385	Contracting. Letting of contracts
2421-2429	Trade and industrial associations
2709-2930.7	Corporations. Cartels. Trusts Including international business enterprises, diversification, industrial concentration, public utilities
2951-3575	Industrial cooperation. Mutuality
3611-4730.9	The state and industrial organization Including licensing of occupations and professions, subsidies, inspection, government ownership, right of eminent domain, municipal industries
4801-8943	Labor
4861-4895	Labor systems
4906-5100.7	Wages
5106-5267	Hours Including overtime, shift work, sick leave, vacations
5306-5474	Labor disputes. Strikes. Lockouts
5481-5630.7	Arbitration and conciliation
5650-5660	Employees' representation in management. Shop councils. Employee ownership
5701-6000.7	Labor market. Labor supply and demand Including unemployment, manpower policy occupational training, employment agencies
6050-6305	Classes of labor Including women, children, students, middle-aged and older persons, minorities
6350-6940.7	Trade unions. Labor unions. Workingmen's associations. Professional associations
6941-6948	Employers' associations
6951-6957	Industrial sociology. Social conditions of labor
6958.5-6976	Industrial relations
6977-7080	Wages and cost of living. Standard of living
7088-7250.7	Social insurance. Social security. Pension
7255-7256	Rehabilitation of the disabled
7260-7780.7	Industrial hygiene. Welfare work. Housing
7795-8027	Labor and the state. State labor
8031	Labor in politics
8038	Professions (General)
8039	By industry or trade, A-Z
8045-8943	By region or country

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9000-9999	Special industries and trades
9000-9490	Agricultural and other plant and animal products.
	Food products
9502	Energy industries (General). Energy policy
9506-9624	Mineral and metal industries
9650-9675	Chemical industries. Drugs
9680-9714	Mechanical industries. Electric industries.
	Machinery
9715-9717.5	Construction industry and materials
9720-9996	Manufacturing industries
9999	Miscellaneous industries and trades, A-Z

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199- 199.5	Freight (General)
199.9	Passenger traffic (General)
305- 311	Urban transportation
323- 328	Geography. Trade routes
331- 380	Traffic engineering. Roads and highways. Streets
369- 373	Traffic surveys (General)
374- 377	Bridges
379- 380	Vehicular tunnels
380.8- 971	Water transportation
380.8- 560	Waterways
561- 971	Shipping. Merchant marine
1001-5600	Railways. Rapid transit systems
5601-5720	Automotive transportation
	Including trucking, motor-bus lines, taxicab service
5746-5749	Stage lines
5751-5870	Ferries
5880-5990	Express service
6000-7496	Postal service. Stamps. Philately
7511-7549	Pneumatic service
7601-8700.9	Telecommunication industry. Telegraph
8660-8688	Radio. Wireless telegraph
8689-8700.9	Radio and television broadcasting
8701-9680.7	Telephone industry
9713-9715	Wireless telephone industry
9719-9721	Artificial satellite telecommunications
9723-9737	Signaling
9751-9755	Messenger service
9761-9900	Air transportation

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294- 343	Boards of trade, chambers of commerce, merchants' associations, etc.
1014	Balance of trade
1021-1027	Commercial geography
1040-1054	Commodities. Commercial products
1401-1647	Commercial policy
1701-2701	Tariff policy (Protection and free trade)
3000-4050	By region or country
5001-6182	Business
5381-5386	Vocational guidance. Success in business
5387	Business ethics
5410-5417.5	Marketing. Distribution of products
5419-5422	Wholesale trade. Commission business, agencies. Brokers. Factors. Jobbers
5428-5429.6	Retail trade
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5437-5444	Buying. Selling. Sales personnel
5446-5459	Canvassing. Peddling
5460-5469.5	Stores. Mail order business
5469.7-5481	Markets. Fairs
5482-5482.3	Secondhand trade
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5484-5495	Warehousing and storage
5500.2-5506	Personnel. Executives. Clerks. Inspectors
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5548.7-5548.85	Industrial psychology
5549-5549.5	Personnel management. Employment management
5601-5689	Accounting. Bookkeeping
5691-5716	Business Mathematics. Commercial mathematics Including tables, etc.
5717-5746	Business communication Including business report writing, business correspondence, filing, indexing
5761-5780	Shipping of merchandise, etc. Delivery of goods
5801-6182	Advertising

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321- 329	Mints. Assaying
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1621-1638	Rate of interest. Interest tables
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1651-1654	Discount
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3691-3769	Credit
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8059	Business insurance
8075-8107	Insurance business. Insurance management
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8205-8220	Government insurance
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8751-9271	Life insurance
8779-8793	Actuarial science. Statistical theory and methodology applied to insurance
8779-8830	By class insured, by risk, by plan
8835-8899	Life insurance business. Management
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9251-9262	Industrial life insurance
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3801-3844	Income from sources other than taxation
3851-4056.7	Direct taxes (General)
4101-4939	Direct taxes (Special) Including general property tax, real estate tax, personal property tax, income tax, poll tax
5001-5225	Indirect taxes
5301-5508	Fees, licenses, stamp tax
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7451-7977	Expenditure
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